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CONFIDENTIAL

ER-5-2616

FEB 25 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Excess Annual Leave as of 2 January 1954

*File*

1. Reference is made to the provisions of Public Law 102 - 83rd Congress amending Section 202 of the Annual and Sick Leave Act of 1951 and to CIA Notice N [REDACTED]. Paragraph 4 of this Notice provides, in part, that the Office of the Comptroller will report to the DD/A during the month of January of each year the progress made in carrying out the required reduction in excess leave accumulations by employees.

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2. Public Law 102 was approved 2 July 1953 and Notice N [REDACTED] was issued 16 October 1953. As a result, insufficient time has elapsed to institute a program for the reduction of excess leave and to make possible a meaningful report on progress in this endeavor.

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3. However, to provide a starting point from which it will be possible to measure progress in the future, an inventory of annual leave accruing to [REDACTED] has been prepared as of 2 January 1954. Information covering other overseas personnel will not be available for approximately 60 days.

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4. The tabulation submitted, Attachment A, summarizes the situation within the Agency with respect to excess leave accruing to state-side employees on 2 January 1954. Of a total of [REDACTED] employees [REDACTED] employees, or 19%, had leave accumulations in excess of the 30 days maximum allowed under the leave act as amended. The excess accrual aggregated [REDACTED]

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[REDACTED] totaling 3,102 days, Attachment B. A detailed breakdown by employee by organizational element for all excess leave is furnished as Attachment C for covert payroll and as Attachment D for overt payroll employees.

5. In order to implement the program to liquidate this excess leave in an orderly manner, we plan to furnish each organizational element, for information and guidance, that portion of the detailed inventory pertinent to its employees.

6. Based on our review of the excess leave problem and considering pending legislation which may permit the accumulation of 60 days leave, it is recommended that the Agency adopt a policy of reducing accrued leave in excess of 30 days as expeditiously as possible without setting a specified time limit, and ordering the reduction of leave in excess of 60 days over a four-year period beginning 2 January 1954. This office has prepared and attached a draft of an Agency notice and recommends issuance if you agree with this proposal.

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Encls.

*3/1/54*  
*Attachments A, B, C, & D*  
*returned to Deputy Comptroller*  
*at his request*  
*WHS*

Deputy Comptroller

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